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DORN SCHUFFMAN, DEPARTMENT DIRECTOR

CHAPTER Human Resources	SUBCHAPTER Employee Processing	EFFECTIVE DATE Nov. 1, 2005	NUMBER OF PAGES 3	PAGE NUMBER 1 of 3
SUBJECT Alcohol and Other Drug-Free Workplace		AUTHORITY Section 630.050. RSMo.	HISTORY See Below	
PERSON RESPONSIBLE Deputy Director, Human Resources			SUNSET DATE Julv 1. 2009	

Purpose: *Prescribes policy for maintaining a drug free workplace in order to protect the health, safety and well-being of clients and employees. Employee substance abuse may impair an employee's ability to perform the functions of his/her job; may reduce the employee's ability to perform his/her job safely; or may jeopardize the safety of the work place, clients and/or co-workers.*

Substance abuse is a threat to the health, safety and welfare of employees and undermines the public's trust in the character and professionalism of our employees and is, therefore, prohibited. Illegal drug use at any time and impairment from alcohol and prescribed drugs within the workplace can cause drowsiness; loss of concentration, memory, and judgment; distortion of reality, poor coordination; and, slow reaction time. Those employees who use and or possess illegal drugs within the workplace put themselves and everyone around them in danger.

The use, possession, or dispensing of drugs or any controlled substance without a valid or current medical prescription on or off duty by employees of the department is prohibited. Alcohol use on duty or impairment from alcohol while on duty is prohibited. It is the policy of this department to discipline, up to and including dismissal, employees who violate this drug and alcohol free workplace policy and procedures. In addition to the above, violations include, but are not limited to, positive tests, refusal to test, adulterated tests, and substituted tests.

Application: *Applies to the entire department.*

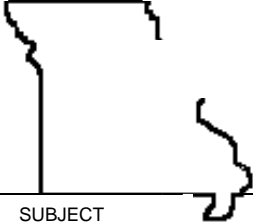

(1) The rights and privacy of employees will be safeguarded to the extent possible while being balanced with the compelling government interest in maintaining a safe and secure environment for clients, co-workers and the public.

(2) All records, forms, reports, and/or results generated in compliance with this regulation will be confidential and will not be placed in an employee's personnel file.

(A) The testing laboratory and Medical Review Officer will maintain confidentiality of medical information as required by the Health Information Portability and Accountability Act (HIPAA).

(B) The Medical Review Officer will not disclose any protected health information to the facility or any department staff.

(C) Employees are not required to disclose any protected health information to any Department of Mental Health supervisor, official or other employee.

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(3) After being offered an appointment but prior to beginning work, all prospective employees must submit to a pre-employment drug test.

(A) All applicants will be informed of the department's pre-employment drug testing policy.

(B) The facility testing coordinator will work with the specimen collectors to set dates, times, and locations for testing.

(C) Drug test results must be received by the facility human resources office prior to allowing the potential employee to begin work.

(D) The job offer will be withdrawn for individuals testing positive for drugs, having adulterated or substituted samples, or refusing to provide a sample.

(4) Employees admitting off-duty drug use will be referred to the Employee Assistance Program or other substance abuse provider unless that admission follows a directive to submit to testing. Such employees may be subject to random testing beyond the requirements described in (6) below.

(5) Employees may be required to submit to drug testing when there is reasonable suspicion that an employee is using, possessing, or distributing controlled substances either on or off duty, or when there is reasonable suspicion that an employee is impaired by alcohol or drug use while on duty.

(A) Any person having reasonable suspicion that an employee is under the influence of a substance, or that an employee is in possession of controlled substances or alcohol while on duty, should immediately inform his/her supervisor or other appropriate manager.

(B) When the supervisor or manager receives a report of an employee allegedly being under the influence or in possession of a controlled substance or alcohol, the supervisor or manager will immediately conduct an initial review of the matter, including a meeting with the identified employee.

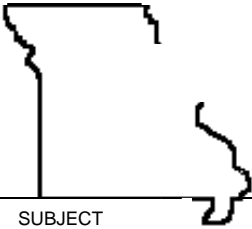
(C) If, after the review, the supervisor or manager believes reasonable suspicion exists, the supervisor or manager will immediately relieve the employee of duty and inform the employee that he/she is required to submit to a substance abuse test.

(D) The supervisor or manager will make the necessary arrangements to notify the designated testing laboratory and to transport the employee to the testing site for sample collection.

(E) Any employee who is required to submit to substance abuse testing for reasonable suspicion will be on administrative leave pending the test results.

(6) All department employees are subject to random drug testing.

(A) The generation of the random selection, collection and testing of the samples, and reporting of the results will be conducted by a contracted vendor.



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(B) The vendor will notify the facility drug testing coordinator of the employees designated to submit to testing. The facility drug testing coordinator will make arrangements for the employee to take the test within two hours of the employee being notified.

(C) Time taken for testing is considered time worked.

(7) An employee will be placed on administrative leave pending further review and discipline, up to and including, dismissal if:

- (A) The test result is positive;
- (B) The employee refuses to take the required test; or,
- (C) The sample has been found to be adulterated or substituted.

(8) Employees subject to drug and alcohol testing will remain readily available for testing. Failure to do so will be considered as having refused the test and disciplinary action will be imposed.

(9) Drug tests will consist of a five panel screen for amphetamines/methamphetamines, cannabinoids, cocaine, opiates, and phencyclidine (PCP).

History: Original DOR Effective February 1, 1990. Amendment effective July 1, 1996. Amendment effective July 1, 2002. On July 1, 2003 the sunset date was extended to July 1, 2004. Amendment effective October 1, 2003. Emergency amendment effective May 1, 2004, expires October 31, 2005. Amendment effective November 1, 2005.